

MOUNT PROSPECT PUBLIC LIBRARY
REGULAR BOARD MEETING
February 21, 2019
AGENDA
7 p.m. Meeting Room B

1. Call to Order
2. Roll Call
3. Approval of Minutes of Regular Meeting of January 17, 2019;
Approval of Minutes of Special Meeting of January 3, 2019;
Approval of Minutes of Committee of the Board Meeting of January 17, 2019;
Approval of Minutes of Committee of the Board Meeting of January 23, 2019
4. Citizens to be Heard on Matters Not Listed on the Agenda
5. Written Communiqués
6. Treasurer's Report
7. Approval January Bills
Staff Report: Karen Almeleh
8. Report of the Executive Director
Announcements
9. Committee Reports by Board Members
 1. Library Committee Reports
 - a. Advocacy – S. Haas
 - b. Art – J. Everett
 - c. Building – S. Haas
 - d. Finance – M. Duebner
 - e. Personnel – S. Fulk
 - f. Strategic Plan – S. Haas
 - g. Trustee – S. Fulk
 2. Other
10. Unfinished Business
 - 1.
11. New Business
 1. Non-resident fee 2019: action
 2. National Library Week food for fines: action
 3. Staff In-service Day: action
 4. Trustee Advisor to Board: action
12. Articles

13. Calendar items (PLEASE NOTE)
 1. Foundation Board Meeting – February 25 – Jane Everett
 2. Cookies and More With the Board – February 28 – Terri Gens
 3. Mini Golf @ MPPL – March 2
 4. Committee of the Whole Meeting – March 7 (State of the Collection Reports)
 5. Regular Board Meeting – March 21 at 7 p.m.
 6. Cookies and More With the Board – March – Sylvia Fulk
 7. No Foundation Board Meeting in March
 8. Committee of the Whole Meeting – April 4
 9. Regular Board Meeting – April 18 at 7 p.m.
 10. Library Closed – April 21
 11. Foundation Board Meeting – April 22 – Michael Duebner
 12. Cookies and More With the Board – April

14. Reports by Board Members (not included in Executive Director's report)
 1. Topic Suggestions For Future Meetings
 2. Board Member Reports

15. Closed session: Semi-annual review of closed minutes 5 ILCS 120/2 (c) (21) – Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

16. Adjournment

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES
Regular Meeting February 21, 2019

1. Call to Order:

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:05 p.m. by Sylvia Fulk, President.

2. Roll Call:

Present: Michael Duebner, Jane Everett, Sylvia Fulk, Terri Gens, Brian Gilligan, Sylvia Haas, Jackie Hinaber

Absent: None

Others Present: Marilyn Genter, Executive Director; Karen Almeleh, Director of Business Operations; Tom Garvin, Director of Facilities and Security; Tim Loga, Director of IT; Wendy Temko, Director of Human Resources (via Skype)

Visitors: None

3. Approval of Minutes.

- a. Minutes of the Regular Meeting of January 17, 2019;
- b. Minutes of the Special Meeting of January 3, 2019;
- c. Minutes of the Committee of the Board Meeting of January 17, 2019;
- d. Minutes of the Committee of the Board Meeting of January 23, 2019

Minutes read. Approved as distributed and submitted.

4. Citizens to be Heard on Matters Not Listed on the Agenda.

None

5. Written Communiques.

1. Thank you from Zoe Mather for the lantern in appreciation for her volunteering at the Library.
2. Thank you from the Budzisz Family for the sympathy card and plant.
3. Thank you from the Village of Mount Prospect for the donation of food to the Mount Prospect Emergency Food Pantry and Financial Assistance program.

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4. Thank you from Amy Knutson Strack to the Red Wagon Committee for the treats received during her first week at the Mount Prospect Public Library.

6. Treasurer's Report.

Treasurer's Report approved for January 2019 as presented and filed for audit.

7. Approval of January Bills.

MOTION: Motion was made by Terri Gens and seconded to ratify for payment January bills in the amount of \$749,194.77.

Roll Call Vote

AYES: Duebner, Everett, Fulk, Gens, NAYS: None
Gilligan, Haas, Hinaber

ABSTAIN: None ABSENT: None

MOTION CARRIED

Staff Report: Karen Almeleh

For the month of January our spending was about \$79,000 below the monthly budget. The January monthly budget assumed that almost 9% of the full year's budget would be expended. In actuality we spent closer to 8% of the full year's budget. These figures are fairly consistent with first month spending in prior years.

As is also fairly typical, about 72% of the variance from budget can be attributed to variances in Salaries and Benefits and Building Expenses. This month there was also a significant variance in Library Materials.

Variances in Salaries and associated Benefits are due to differences in actual staffing versus planned staffing.

Within the Building Expenses, the Equipment line and the Building Maintenance line show the most variance from budget. Note that for both of these accounts the budget was allocated across the year evenly month by month.

Within Library Materials, there are different types of materials, those that get purchased based on demand/need and those that are purchased at specific times. For those not purchased at specific times, it's very difficult to know in advance how much will be spent in each month. Spending is dependent on a variety of factors including the availability of new titles, as well as publication dates.

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Allocating a budget over 12 months is more an art than a science. Bills don't always get paid at the same time year to year for a variety of reasons. Also, some expenses happen at unexpected times due to unforeseen events, like a repair needs to be made in a particular month and although there are funds to cover the expense the budget may not necessarily reflect the actual timing.

8. Report of the Executive Director.

The Executive Director's report for the month of January 2019 was presented to the Board (copy to be made part of the minutes).

Brian Gilligan asked about heating during the polar vortex. Tom Garvin advised that he turned off the evening setback as a preventative measure. Our building is not designed for below zero temperatures. We checked outside sprinkler heads and drain lines. We were fortunate that everything was fine.

Marilyn Genter reported every area library closed except for Park Ridge.

Michael Duebner noted that he sees we plan on replacing the van which is approaching 18 years of service. Tom Garvin reported it has about 40,000 miles. We recently had to change the battery. Occasionally we have a few issues, but because of its age we don't want to put too much money into it.

Marilyn Genter reported that we were the beneficiaries of three legacies in the last year from patrons.

Announcements

Selected September 21 for Joint Boards dinner.

9. Committee Reports by Board Members.

1. Library Committee Reports

a. Advocacy – S. Haas

No report.

b. Art – J. Everett

Committee met February 20, 2019. Jane Everett shared copies of the selected art. We are looking at three different areas in the Lobby – entry to Administration, above the self holds shelves, and under the clock by Room 130. The pieces are all tree themed and compliment the mural.

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Framed Culture Statement and the board's photo will also be outside the Administration door.

Sylvia Haas wondered if they couldn't work with the Scrabble concept. Jane Everett indicated that wanted to get more color in the Lobby.

c. Building – S. Haas

Tom Garvin reported the punch list is basically done for the Lobby. We are changing out the floor plates to something with a flatter profile. Next week we are going to get a sample to install. Other minor things need to be taken care of before we make the final payment.

d. Finance – M. Duebner

No report.

e. Personnel – S. Fulk

Scheduled three interviews.

f. Strategic Plan – S. Haas

Not active committee at this time.

g. Trustee – S. Fulk

No report.

2. Other

None

10. Unfinished Business.

None

11. New Business.

1. Non-resident fee 2019

MOTION: Motion was made by Jackie Hinaber and seconded to set non-resident fee at \$500.00.

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AYES: Duebner, Everett, Fulk, Gens, NAYS: None
Gilligan, Haas, Hinaber

ABSTAIN: None ABSENT: None

MOTION CARRIED

2. National Library Week food for fines

MOTION: Motion was made by Jane Everett and seconded to approve food for fines during National Library Week, April 7-13.

AYES: Duebner, Everett, Fulk, Gens, NAYS: None
Gilligan, Haas, Hinaber

ABSTAIN: None ABSENT: None

MOTION CARRIED

3. Staff In-service Day

The theme for this year is cultural competencies. Jody Gray, Director, Office for Diversity, Literacy, and Outreach Services and Kristin Lahurd, Assistant Director, Literacy and Continuing Education both from ALA (America Library Association). The presentation is part of the Library's Cultural Competencies Initiative.

MOTION: Motion was made by Michael Duebner and seconded to close May 17 for Staff In-service Day.

AYES: Duebner, Everett, Fulk, Gens, NAYS: None
Gilligan, Haas, Hinaber

ABSTAIN: None ABSENT: None

MOTION CARRIED

4. Trustee Advisor to Board

MOTION: Motion was made by Jane Everett and seconded to appoint Dale Draznin as an advisor to Board on recruitment and hiring of new Executive Director.

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AYES: Duebner, Everett, Fulk, Gens, NAYS: None
Gilligan, Haas, Hinaber

ABSTAIN: None ABSENT: None

MOTION CARRIED

12. Articles.

None

13. Calendar items. (PLEASE NOTE)

1. Foundation Board Meeting – February 25 – Jane Everett
2. Cookies and More With the Board – February 28 – Terri Gens
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12. Cookies and More With the Board – April – Michael Duebner

14. Reports by Board Members (information/news not already included in Executive Director's report).

1. Topic Suggestions For Future Meetings

None

2. Board Member Reports

Jackie Hinaber attended the Legislative Breakfast and met a lot of people from RAILS (Reaching Across Illinois Library System). The format was changed this year to highlight patrons telling their stories.

15. Closed session.

MOTION: Motion was made by Michael Duebner and seconded to adjourn to closed session at 7:39 p.m. for semi-annual review of closed minutes 5 ILCS 120/2 (c) (21) – Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

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Roll Call Vote

AYES: Duebner, Everett, Fulk, Gens, NAYS: None
Gilligan, Haas, Hinaber

ABSTAIN: None ABSENT: None

MOTION CARRIED

Regular meeting adjourned to closed meeting at 7:40 p.m.

[T. Garvin, T. Loga left at 7:40 p.m.]

Regular meeting reconvened at 7:44 p.m.

MOTION: Motion was made by Michael Duebner and seconded to accept Resolution 02-2019, as follows:

Whereas, the Mount Prospect Public Library Board has met to review closed minutes for semi-annual review as mandated at their regular meeting, February 21, 2019;

Whereas, the Mount Prospect Public Library Board has determined that the need for confidentiality still exists;

Therefore, the closed minutes are to remain closed.

Roll Call Vote

AYES: Duebner, Everett, Fulk, Gens, NAYS: None
Gilligan, Haas, Hinaber

ABSTAIN: None ABSENT: None

MOTION CARRIED

Resolution to be made part of the record.

16. Adjournment.

Regular meeting adjourned at 7:45 p.m.

(signature pending)

Michael Duebner, Secretary

Approved as submitted 03/21/19

**MOUNT PROSPECT PUBLIC LIBRARY
SUMMARY OF CASH DISBURSEMENTS
January 31, 2019**

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$ 603,926.77	
Management Expense (4210L - 4290L)	19,660.40	
Operating Expenses (4310L - 4390L)	15,358.20	
Building Expense (4410L - 4460L)	22,543.68	
Services and Resources (4610L - 4690L)	95,794.26	
Friends & Foundation reimbursable expenses (9530L and 9540L)	2,559.25	
VOMP reimbursable expenses (9560L)	391.89	
Grant Expenses (9570L)	-	
Total January 2019 Library General Fund Expenses		\$ 760,234.45

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation for income items	\$ 97.93	
Operating Expense Reimbursements received	4,770.19	
December 2018 Accrued Payroll & Benefits	151,318.88	
December 2018 Credit Card Payable	7,573.35	
December 2018 Accounts Payable	49,471.27	
January 2019 Accounts Receivable	104.96	
Disbursements for Foundation & Friends	329.98	
Disbursements for Gift Fund and Building Fund	65.79	
		213,732.35

Deductions for Library General Fund Cash Disbursements:

January 2019 Accrued Payroll & Benefits	\$ 208,971.06	
January 2019 Credit Card Payable	12,518.81	
January 2019 Accounts Payable	15,195.00	
Expenses paid with Vendor rebates	-	
Reversal of 2018 accrual for 2019 Prepaid Expenses	8,512.00	
SelfCheck test transactions (for new Circ credit card system)	24.40	
Miscellaneous	(128.74)	
Payment of Nayax invoices & merchant fees by income offset	101.74	
Payment of Credit Card Merchant fees by income offset	63.59	
		(245,257.86)
<i>Total Library General Fund cash disbursed</i>		\$ 728,708.94

CAPITAL PROJECTS RESERVE FUND

January 2019 Expenses (after \$24,815 reimbursement from Gift Fund)	\$ (4,443.51)	
Plus: December 2018 Accounts Payable	114.34	
Less: January 2019 Accounts Payable	-	
<i>Total Capital Projects Reserve Fund cash disbursed</i>		(4,329.17)

DEBT SERVICE FUND

January 2019 Expenses	\$ 12,345.83	
Plus: December 2018 Interest Payable	12,345.83	
Less: January 2019 Interest Payable	(24,691.66)	
<i>Total Debt Service Fund cash disbursed</i>		0.00

GIFT FUND

January 2019 Expenses (includes \$24,815 transfer to Capital Reserve Fd)	\$ 24,880.79	
Less: Payment of Credit Card Merchant fees by income offset	-	
Plus: December 2018 Accounts Payable	-	
Less: January 2019 Accounts Payable	(65.79)	
<i>Total Gift Fund cash disbursed</i>		24,815.00

TOTAL CASH DISBURSEMENTS, January 2019

\$ 749,194.77

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Jan 1, 2019 to Jan 31, 2019

Account ID	Account Description	Date	Reference	Vendor Name	Amount
4110L	Salaries	1/1/19	03-12/31/2018	12/31/2018 payroll accrual	\$ (133,999.00)
4110L	Salaries	1/10/19	PAYROLL01/11/2018	PAYROLL - PAYCOM	206,084.86
4110L	Salaries	1/24/19	PAYROLL01/25/2019	PAYROLL - PAYCOM	219,933.86
4110L	Salaries	1/31/19	03-01/31/2019	1/31/2019 payroll accrual	184,137.00
4120L	IMRF	1/1/19	03-12/31/2018	12/31/2018 payroll accrual	(10,512.00)
4120L	IMRF	1/25/19	47766	VILLAGE OF MT. PROSPECT - IMRF	32,211.12
4120L	IMRF	1/31/19	03-01/31/2019	1/31/2019 payroll accrual	14,185.00
4130L	MC / FICA	1/1/19	03-12/31/2018	12/31/2018 payroll accrual	(9,854.00)
4130L	MC / FICA	1/10/19	PAYROLL01/11/2018	PAYROLL - PAYCOM	14,841.53
4130L	MC / FICA	1/24/19	PAYROLL01/25/2019	PAYROLL - PAYCOM	15,923.17
4130L	MC / FICA	1/31/19	03-01/31/2019	1/31/2019 payroll accrual	13,648.00
4140L	Insurance - Medical	1/7/19	1992	COBRA fee	(0.94)
4140L	Insurance - Medical	1/24/19	EFT1548277837636	GUARDIAN	(0.09)
4140L	Insurance - Medical	1/25/19	47767	VILLAGE OF MT. PROSPECT	57,060.64
4140L	Insurance - Medical	1/28/19	EFT225588	AFLAC	(0.01)
4140L	Insurance - Medical	1/25/19	47767	VILLAGE OF MT. PROSPECT	87.37
4150L	Unemployment Compensation Tax	1/10/19	PAYROLL01/11/2018	PAYROLL - PAYCOM	80.73
4150L	Unemployment Compensation Tax	1/24/19	PAYROLL01/25/2019	PAYROLL - PAYCOM	99.53
4220L	Legal Fees	1/15/19	663792	VEDDER PRICE P.C.	3,364.50
4230L	Printing	1/1/19	0587535	NPN360	3,892.88
4240L	Marketing	1/22/19	47763	CATHY CUSHING	2,750.00
4240L	Marketing	1/30/19	179354	THE JOURNAL AND TOPICS	40.00
4240L	Marketing	1/29/19		MC/WALGREENS	2.99
4240L	Marketing	1/31/19	26562	BANNERVILLE USA	65.00
4250L	Resources	1/23/19		MC/ASSOC PRESS	220.00

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For the Period From Jan 1, 2019 to Jan 31, 2019

Account ID	Account Description	Date	Reference	Vendor Name	Amount
4260L	Professional Dues	1/1/19	0139910-2019	GOVERNMENT FINANCE OFFICERS ASSOC.	160.00
4260L	Professional Dues	1/1/19	2752	MT. PROSPECT DOWNTOWN MERCHANTS	75.00
4260L	Professional Dues	1/4/19	47732	COSUGI (CUSTOMERS OF SirsiDynix)	100.00
4260L	Professional Dues	1/14/19	158068	ILLINOIS LIBRARY ASSOCIATION	75.00
4260L	Professional Dues	1/14/19	157856	ILLINOIS LIBRARY ASSOCIATION	500.00
4260L	Professional Dues	1/14/19	157965	ILLINOIS LIBRARY ASSOCIATION	75.00
4280L	Human Resources	1/7/19		MC/ALA	250.00
4280L	Human Resources	1/8/19		MC/LIBRARY JOURNAL	350.00
4280L	Human Resources	1/8/19		MC/ILA	100.00
4280L	Human Resources	1/31/19		MC/ALA	405.00
4280L	Human Resources	1/1/19	AUR1102235	CAREERBUILDER EMPLOYMENT SCREENING	174.00
4280L	Human Resources	1/10/19	PAYROLL01/11/2018	PAYROLL - PAYCOM	855.15
4280L	Human Resources	1/24/19	PAYROLL01/25/2019	PAYROLL - PAYCOM	844.05
4280L	Human Resources	1/24/19	PAYROLL01/25/2019	PAYROLL - PAYCOM	1,622.50
4280L	Human Resources	1/24/19	PAYROLL01/25/2019	PAYROLL - PAYCOM	146.05
4280L	Human Resources	1/15/19	2416384	EMPLOYEE BENEFITS CORPORATION	118.00
4280L	Human Resources	1/31/19		MC/ALA	370.00
4280L	Human Resources	1/14/19		MC/COSUGI SIRSIDYNIX	450.00
4280L	Human Resources	1/20/19		MC/AMERICAN AIRLINES	338.61
4280L	Human Resources	1/22/19		MC/COSUGI SIRSIDYNIX	350.00
4280L	Human Resources	1/1/19	2909124	GOVERNMENT FINANCE OFFICERS ASSOC.	135.00
4280L	Human Resources	1/15/19		MC/ILA	90.00
4280L	Human Resources	1/4/19	47736	NATIONAL SAFETY COUNCIL	495.00
4280L	Human Resources	1/29/19	PETTYCASH01/29/2018	PETTY CASH	3.95
4290L	Other Operating	1/4/19	NAYAX01/04/2019	NAYAX LLC	4.19
4290L	Other Operating	1/9/19	ONLINE01/09/2019	PROPAY	15.33
4290L	Other Operating	1/11/19	NAYAX01/11/2019	NAYAX LLC	5.27
4290L	Other Operating	1/18/19	NAYAX01/18/2019	NAYAX LLC	10.77
4290L	Other Operating	1/23/19	ONLINE01/23/2019	PROPAY	27.47
4290L	Other Operating	1/25/19	NAYAX01/25/2019	NAYAX LLC	7.75
4290L	Other Operating	1/31/19	PROPAY01/31/2019	PROPAY	20.79
4290L	Other Operating	1/31/19	EFT01/31/2019a	HEARTLAND	218.00

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For the Period From Jan 1, 2019 to Jan 31, 2019

Account ID	Account Description	Date	Reference	Vendor Name	Amount
4290L	Other Operating	1/31/19	NAYAX01/31/2019	NAYAX LLC	10.16
4290L	Other Operating	1/22/19		MC/TARGET	11.05
4290L	Other Operating	1/23/19		VISA/COSTCO	14.99
4290L	Other Operating	1/11/19	47742	ELK GROVE PUBLIC LIBRARY	29.95
4290L	Other Operating	1/4/19	47740	MOUNT PROSPECT SPECIAL	1,300.00
4290L	Other Operating	1/14/19	01/14/2019	DEX MEDIA	22.00
4290L	Other Operating	1/25/19	EMP01/25/2019	EMPLOYEE REIMBURSEMENTS	(455.00)
4310L	Telecommunications	1/11/19	9469546407-2019	AT&T	834.47
4310L	Telecommunications	1/13/19	847670548901-2019	AT&T	855.82
4310L	Telecommunications	1/31/19	6770256162	AT&T	(821.84)
4310L	Telecommunications	1/31/19	6770256162	AT&T	47.05
4310L	Telecommunications	1/15/19	T1915988	TECHNOLOGY MANAGEMENT REVOLVING FUND	570.60
4310L	Telecommunications	1/16/19	847Z99078801-2019	AT&T - 60%	358.84
4310L	Telecommunications	1/23/19	01/23/2019	COMCAST CABLE	136.85
4310L	Telecommunications	1/28/19	9823130934	VERIZON WIRELESS	456.28
4310L	Telecommunications	1/16/19	847Z99181901-2019	AT&T - 50%	152.66
4310L	Telecommunications	1/1/19		MC/MOBILE BEACON	1,200.00
4310L	Telecommunications	1/4/19		MC/TECHSOUP	108.00
4340L	Office Supplies	1/11/19	4159213-0	WAREHOUSE DIRECT	401.20
4340L-002	Office Supplies - Comptr Paper				
4340L	Office Supplies	1/15/19	4162462-0	WAREHOUSE DIRECT	62.50
4340L	Office Supplies	1/15/19	3402023538	STAPLES BUSINESS ADVANTAGE	87.04
4340L-010	Office Supplies - Admin				
4340L	Office Supplies	1/15/19	3402023535	STAPLES BUSINESS ADVANTAGE	104.64
4340L	Office Supplies	1/15/19	4162461-0	WAREHOUSE DIRECT	228.70
4340L	Office Supplies	1/15/19	4162463-0	WAREHOUSE DIRECT	13.58
4340L	Office Supplies	1/15/19	3402023536	STAPLES BUSINESS ADVANTAGE	28.33
4340L	Office Supplies	1/15/19	4162462-0	WAREHOUSE DIRECT	21.10
4340L	Office Supplies	1/15/19	3402023539	STAPLES BUSINESS ADVANTAGE	118.74
4340L	Office Supplies	1/17/19	3402216927	STAPLES BUSINESS ADVANTAGE	(38.68)
4340L	Office Supplies	1/9/19	112-2566646-5261026	MC/AMAZON	19.97
4340L	Office Supplies	1/10/19		MC/ROBERT BOSCH TOOL CORP.	160.00

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For the Period From Jan 1, 2019 to Jan 31, 2019

Account ID	Account Description	Date	Reference	Vendor Name	Amount
4340L	Office Supplies	1/11/19	4159213-0	WAREHOUSE DIRECT	282.38
4340L	Office Supplies	1/11/19	111-2322467-9557013	MC/AMAZON	74.99
4340L	Office Supplies	1/23/19	113-0968701-8383441	MC/AMAZON	20.99
4340L	Office Supplies	1/15/19	4162466-0	WAREHOUSE DIRECT	46.41
4340L	Office Supplies	1/15/19	3402023532	STAPLES BUSINESS ADVANTAGE	13.35
4340L	Office Supplies	1/15/19	3402023534	STAPLES BUSINESS ADVANTAGE	26.73
4340L	Office Supplies	1/15/19	4162465-0	WAREHOUSE DIRECT	21.11
4340L	Office Supplies	1/15/19	3402023528	STAPLES BUSINESS ADVANTAGE	32.76
4340L	Office Supplies	1/15/19	3402023531	STAPLES BUSINESS ADVANTAGE	4.99
4350L	Libraray Supplies	1/29/19	PETTYCASH01/29/2018	PETTY CASH	29.73
4350L	Libraray Supplies	1/1/19	492919	UNIQUE MANAGEMENT SERVICES, INC.	19.90
4350L	Libraray Supplies	1/3/19	111-4701622-2718661	MC/AMAZON	119.80
4350L	Libraray Supplies	1/15/19	4162463-0	WAREHOUSE DIRECT	73.53
4350L	Libraray Supplies	1/15/19	3402023536	STAPLES BUSINESS ADVANTAGE	61.39
4350L	Libraray Supplies	1/18/19	9061437332	W. W. GRAINGER, INC.	69.42
4350L	Libraray Supplies	1/6/19	113-3211794-3749848	MC/AMAZON	35.24
4350L	Libraray Supplies	1/18/19	9061437332	W. W. GRAINGER, INC.	82.66
4350L	Libraray Supplies	1/3/19	4145050-0	WAREHOUSE DIRECT	27.00
4350L	Libraray Supplies	1/3/19	7084338	ARAMARK	110.33
4350L	Libraray Supplies	1/17/19	217	VARIETY VENDORS	(100.00)
4350L	Libraray Supplies	1/29/19	610771	ARAMARK	149.91
4360L	Postage	1/4/19		MC/POSTMASTER	131.75
4360L	Postage	1/17/19	EPS1218599	POSTMASTER	225.00
4360L	Postage	1/9/19		PURCHASE POWER	500.00
4360L	Postage	1/30/19	3102895167	PITNEY BOWES	255.00
4360L	Postage	1/2/19	EMP01/02/2019	EMPLOYEE REIMBURSEMENTS	(28.68)
4360L	Postage	1/12/19	00000911W1029	UNITED PARCEL SERVICE	500.00
4390L	IT Services	1/5/19		MC/QUICKBASE	175.86
4390L	IT Services	1/5/19	230440	MC/WEATHERCALL	9.95
4390L	IT Services	1/25/19		MC/DOODLE	179.00
4390L	IT Services	1/1/19	23661	INFORMA SOFTWARE	1,649.00

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4390L	IT Services	1/14/19	R159616	SOUND INCORPORATED	152.00
4390L	IT Services	1/14/19	230441	MC/SAGE SOFTWARE	2,961.20
4390L	IT Services	1/1/19	65998	SOUND INCORPORATED	891.00
4390L	IT Services	1/9/19	QSQ5289	CDW GOVERNMENT, INC.	1,129.45
4390L	IT Services	1/14/19	1153720	MC/TALEVATION, LLC	319.20
4410L	Building Maintenance	1/7/19	0114506-IN	IMBERT INTERNATIONAL, INC.	1,036.00
4410L	Building Maintenance	1/15/19	SWO022191-1	ILLINI POWER PRODUCTS	580.88
4410L	Building Maintenance	1/25/19	7078932	ANDERSON LOCK CO. LTD	654.50
4410L	Building Maintenance	1/31/19	01-068-S	AUTOMATIC DOORS, INC.	225.00
4410L	Building Maintenance	1/4/19	INV200052	FILTER SERVICES ILLINOIS	343.12
4410L	Building Maintenance	1/8/19	43751	NERADT ACE HARDWARE	23.45
4410L	Building Maintenance	1/15/19	V0348244	LIGHTING SUPPLY COMPANY	63.29
4410L	Building Maintenance	1/16/19	43807	NERADT ACE HARDWARE	22.47
4410L	Building Maintenance	1/18/19	9061437332	W. W. GRAINGER, INC.	362.36
4410L	Building Maintenance	1/4/19	47738	TRU GREEN-CHEM LAWN	1,159.16
4410L	Building Maintenance	1/31/19	1/31/2019	AMERICAN LANDSCAPING INC.	910.00
4410L	Building Maintenance	1/14/19	R159482	SOUND INCORPORATED	40.00
4410L	Building Maintenance	1/20/19	0551-014325130	REPUBLIC SERVICES #551	386.25
4420L	Equipment Maintenance	1/23/19	43847	NERADT ACE HARDWARE	59.70
4420L	Equipment Maintenance	1/15/19		SHELL OIL COMPANY	31.10
4420L	Equipment Maintenance	1/22/19	142427	BUSSE AUTOMOTIVE	238.77
4420L	Equipment Maintenance	1/7/19	IN293409	WAREHOUSE DIRECT	60.00
4420L	Equipment Maintenance	1/2/19	QPC4758	CDW GOVERNMENT, INC.	1,377.30
4420L	Equipment Maintenance	1/1/19	071618-11	TODAY'S BUSINESS SOLUTIONS, INC.	91.32
4420L	Equipment Maintenance	1/1/19	100118-85	TODAY'S BUSINESS SOLUTIONS, INC,	110.52
4420L	Equipment Maintenance	1/11/19	278075	IMAGE SYSTEMS & BUSINESS SOLUTIONS	4,239.24
4420L	Equipment Maintenance	1/11/19	NAYAX01/11/2019	NAYAX LLC	63.60
4420L	Equipment Maintenance	1/24/19	PAYROLL01/25/2019	EXPENSE REIMBURSEMENTS TO EMPLOYEES	15.00
4440L	Janitorial	1/1/19	25764	CRYSTAL MANAGEMENT & MAINTENAN	2,613.33
4440L	Janitorial	1/3/19	022724097	CINTAS #22	73.23
4440L	Janitorial	1/17/19	022729325	CINTAS #22	73.23

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4440L	Janitorial	1/31/19	022734628	CINTAS #22	73.23
4440L	Janitorial	1/1/19	4116086-0	WAREHOUSE DIRECT	370.68
4440L	Janitorial	1/7/19	133759	SUPERIOR INDUSTRIAL SUPPLY	388.36
4440L	Janitorial	1/8/19	4153043-0	WAREHOUSE DIRECT	335.25
4440L	Janitorial	1/22/19	4170132-0	WAREHOUSE DIRECT	139.83
4440L	Janitorial	1/23/19	4170132-1	WAREHOUSE DIRECT	34.95
4440L	Janitorial	1/29/19	4178022-0	WAREHOUSE DIRECT	436.33
4440L	Janitorial	1/31/19	134525	SUPERIOR INDUSTRIAL SUPPLY	306.20
4450L	Equipment	1/18/19	9062054870	W. W. GRAINGER, INC.	52.69
4450L	Equipment	1/6/19	113-3211794-3749848	MC/AMAZON	47.92
4450L	Equipment	1/9/19	112-2566646-5261026	MC/AMAZON	89.73
4450L	Equipment	1/10/19	112-2433849-9270617	MC/AMAZON	17.98
4450L	Equipment	1/23/19	113-0968701-8383441	MC/AMAZON	51.85
4450L	Equipment	1/28/19	113-5483340-4134646	MC/AMAZON	89.52
4450L	Equipment	1/15/19	8531220-1	NOVAK & PARKER, INC.	42.00
4460L	Utilities	1/22/19	2500167	CONSTELLATION NEWENERGY- GAS DIVISION	4,219.16
4460L	Utilities	1/10/19	01/15/2019	VILLAGE OF MT. PROSPECT	995.18
4610L	Adult Books	1/1/19	1830207250-8512	OMNIGRAPHICS	240.75
4610L	Adult Books	1/1/19	352575	GREY HOUSE PUBLISHING	199.00
4610L	Adult Books	1/1/19	950827	GREY HOUSE PUBLISHING	462.05
4610L	Adult Books	1/2/19	2034250011	BAKER AND TAYLOR	122.94
4610L	Adult Books	1/2/19		MC/AMAZON	119.00
4610L	Adult Books	1/3/19	2034250665	BAKER AND TAYLOR	1,324.55
4610L	Adult Books	1/4/19	2034252931	BAKER AND TAYLOR	746.49
4610L	Adult Books	1/4/19	0003138406	BAKER AND TAYLOR	(52.25)
4610L	Adult Books	1/4/19	0003138407	BAKER AND TAYLOR	(17.82)
4610L	Adult Books	1/4/19	0003138408	BAKER AND TAYLOR	(14.85)
4610L	Adult Books	1/4/19	0003138409	BAKER AND TAYLOR	(16.23)
4610L	Adult Books	1/7/19	2034255901	BAKER AND TAYLOR	988.03
4610L	Adult Books	1/7/19	3022570981	BAKER AND TAYLOR	160.15
4610L	Adult Books	1/8/19	2034258914	BAKER AND TAYLOR	191.21

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4610L	Adult Books	1/8/19	5015326643	BAKER AND TAYLOR	23.74
4610L	Adult Books	1/9/19	2034263749	BAKER AND TAYLOR	786.87
4610L	Adult Books	1/10/19	2034268578	BAKER AND TAYLOR	731.48
4610L	Adult Books	1/11/19	3022580835	BAKER AND TAYLOR	27.32
4610L	Adult Books	1/14/19	2034274258	BAKER AND TAYLOR	561.04
4610L	Adult Books	1/17/19	2034281769	BAKER AND TAYLOR	820.98
4610L	Adult Books	1/18/19	2034284326	BAKER AND TAYLOR	571.45
4610L	Adult Books	1/18/19	3022592768	BAKER AND TAYLOR	64.73
4610L	Adult Books	1/18/19	D03995-00-2019	MANUFACTURERS NEWS INC.	348.90
4610L	Adult Books	1/21/19	2034290965	BAKER AND TAYLOR	846.96
4610L	Adult Books	1/21/19	2034291414	BAKER AND TAYLOR	225.90
4610L	Adult Books	1/22/19	5015347770	BAKER AND TAYLOR	428.59
4610L	Adult Books	1/24/19	2034297404	BAKER AND TAYLOR	942.54
4610L	Adult Books	1/24/19	3022602882	BAKER AND TAYLOR	58.73
4610L	Adult Books	1/25/19	2034299896	BAKER AND TAYLOR	716.62
4610L	Adult Books	1/28/19	EFT1787705741	SYNCHRONY/AMAZON	958.34
4610L	Adult Books	1/28/19	EFT1787705741	SYNCHRONY/AMAZON	(23.99)
4610L	Adult Books	1/28/19	2034302652	BAKER AND TAYLOR	741.70
4610L	Adult Books	1/28/19	3022607575	BAKER AND TAYLOR	150.88
4610L	Adult Books	1/29/19	2034307181	BAKER AND TAYLOR	411.55
4610L	Adult Books	1/31/19	2034309386	BAKER AND TAYLOR	279.60
4610L	Adult Books	1/31/19	3022614661	BAKER AND TAYLOR	76.09
4610L	Adult Books	1/2/19	2034250607	BAKER AND TAYLOR	28.48
4610L	Adult Books	1/14/19	2034275289	BAKER AND TAYLOR	9.58
4610L	Adult Books	1/21/19	2034287707	BAKER AND TAYLOR	14.69
4610L	Adult Books	1/22/19	2034294034	BAKER AND TAYLOR	45.77
4610L	Adult Books	1/24/19	2034299471	BAKER AND TAYLOR	111.66
4610L	Adult Books	1/24/19	3022602885	BAKER AND TAYLOR	8.90
4620L	Adult AV	1/1/19	1085688861	PENGUIN RANDOM HOUSE, LLC	33.75
4620L	Adult AV	1/2/19	H22846740	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	1/3/19	Q47673550	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	1/3/19	H22846260	BAKER & TAYLOR INC.	177.80
4620L	Adult AV	1/3/19	H22846290	BAKER & TAYLOR INC.	64.21

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4620L	Adult AV	1/3/19	H22944880	BAKER & TAYLOR INC.	28.53
4620L	Adult AV	1/3/19	H22980820	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	1/3/19	Q47673020	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	1/3/19	Q47673090	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	1/3/19	2034250665	BAKER AND TAYLOR	35.18
4620L	Adult AV	1/4/19	H23095740	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	1/4/19	H23095780	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	1/7/19	96823507	MIDWEST TAPE	87.98
4620L	Adult AV	1/7/19	96823505	MIDWEST TAPE	34.98
4620L	Adult AV	1/7/19	H23276330	BAKER & TAYLOR INC.	15.59
4620L	Adult AV	1/9/19	H23706450	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	1/10/19	H23525120	BAKER & TAYLOR INC.	35.74
4620L	Adult AV	1/10/19	H23525121	BAKER & TAYLOR INC.	48.07
4620L	Adult AV	1/10/19	H23525122	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	1/10/19	H23815080	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	1/11/19	H23945530	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	1/11/19	H23962160	BAKER & TAYLOR INC.	54.89
4620L	Adult AV	1/14/19	H24129610	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	1/16/19	H24494490	BAKER & TAYLOR INC.	25.72
4620L	Adult AV	1/17/19	H24370790	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	1/17/19	H24370791	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	1/17/19	H24370792	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	1/17/19	H24370793	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	1/17/19	H24534880	BAKER & TAYLOR INC.	8.21
4620L	Adult AV	1/17/19	H24640950	BAKER & TAYLOR INC.	15.83
4620L	Adult AV	1/21/19	96882841	MIDWEST TAPE	9.99
4620L	Adult AV	1/21/19	96882842	MIDWEST TAPE	9.99
4620L	Adult AV	1/21/19	96882843	MIDWEST TAPE	34.99
4620L	Adult AV	1/24/19	H25086660	BAKER & TAYLOR INC.	19.84
4620L	Adult AV	1/24/19	H25086661	BAKER & TAYLOR INC.	58.75
4620L	Adult AV	1/24/19	H25086662	BAKER & TAYLOR INC.	19.10
4620L	Adult AV	1/24/19	Q49721560	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	1/25/19	H25424940	BAKER & TAYLOR INC.	71.29
4620L	Adult AV	1/28/19	EFT1787705741	SYNCHRONY/AMAZON	421.57

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4620L	Adult AV	1/28/19	96912584	MIDWEST TAPE	132.97
4620L	Adult AV	1/28/19	96912586	MIDWEST TAPE	28.49
4620L	Adult AV	1/29/19	H25776770	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	1/31/19	H25747010	BAKER & TAYLOR INC.	199.10
4620L	Adult AV	1/31/19	H25747011	BAKER & TAYLOR INC.	12.47
4620L	Adult AV	1/7/19	H22944810	BAKER & TAYLOR INC.	11.64
4620L	Adult AV	1/28/19	EFT1787705741	SYNCHRONY/AMAZON	74.52
4630L	Youth Books	1/3/19	2034250695	BAKER AND TAYLOR	501.85
4630L	Youth Books	1/7/19	3022572692	BAKER AND TAYLOR	7.46
4630L	Youth Books	1/8/19	2034258882	BAKER AND TAYLOR	61.70
4630L	Youth Books	1/8/19	2034258825	BAKER AND TAYLOR	13.49
4630L	Youth Books	1/9/19	2019/1092461	D & Z HOUSE OF BOOKS	263.20
4630L	Youth Books	1/10/19	2034265737	BAKER AND TAYLOR	420.19
4630L	Youth Books	1/11/19	3022570956	BAKER AND TAYLOR	119.46
4630L	Youth Books	1/14/19	2034271176	BAKER AND TAYLOR	409.73
4630L	Youth Books	1/14/19	3022583543	BAKER AND TAYLOR	50.37
4630L	Youth Books	1/16/19	2034272257	BAKER AND TAYLOR	190.43
4630L	Youth Books	1/17/19	2034283774	BAKER AND TAYLOR	816.61
4630L	Youth Books	1/21/19	2034288496	BAKER AND TAYLOR	271.41
4630L	Youth Books	1/21/19	3022594907	BAKER AND TAYLOR	244.27
4630L	Youth Books	1/22/19	2034288460	BAKER AND TAYLOR	65.95
4630L	Youth Books	1/24/19	2034299537	BAKER AND TAYLOR	437.19
4630L	Youth Books	1/28/19	EFT1787705741	SYNCHRONY/AMAZON	150.97
4630L	Youth Books	1/28/19	3022607556	BAKER AND TAYLOR	51.17
4630L	Youth Books	1/29/19	2034304718	BAKER AND TAYLOR	426.99
4630L	Youth Books	1/2/19	2034245978	BAKER AND TAYLOR	12.54
4630L	Youth Books	1/14/19	2034275289	BAKER AND TAYLOR	9.22
4630L	Youth Books	1/22/19	2034291352	BAKER AND TAYLOR	130.52
4630L	Youth Books	1/22/19	2034294034	BAKER AND TAYLOR	7.73
4630L	Youth Books	1/24/19	2034299471	BAKER AND TAYLOR	7.49
4630L	Youth Books	1/24/19	3022602885	BAKER AND TAYLOR	2.97
4630L	Youth Books	1/28/19	EFT1787705741	SYNCHRONY/AMAZON	34.80

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4640L	Youth AV	1/1/19	117766	LIVE OAK MEDIA	19.95
4640L	Youth AV	1/1/19	96780876	MIDWEST TAPE	18.39
4640L	Youth AV	1/7/19	96823457	MIDWEST TAPE	83.94
4640L	Youth AV	1/8/19	2034258882	BAKER AND TAYLOR	24.66
4640L	Youth AV	1/11/19	H23961680	BAKER & TAYLOR INC.	18.72
4640L	Youth AV	1/14/19	H23525130	BAKER & TAYLOR INC.	121.23
4640L	Youth AV	1/14/19	96855166	MIDWEST TAPE	18.74
4640L	Youth AV	1/14/19	96855167	MIDWEST TAPE	29.24
4640L	Youth AV	1/21/19	H24370800	BAKER & TAYLOR INC.	11.02
4640L	Youth AV	1/21/19	96882166	MIDWEST TAPE	58.48
4640L	Youth AV	1/25/19	H25448810	BAKER & TAYLOR INC.	11.01
4640L	Youth AV	1/28/19	EFT1787705741	SYNCHRONY/AMAZON	259.94
4640L	Youth AV	1/28/19	H25086670	BAKER & TAYLOR INC.	7.34
4640L	Youth AV	1/28/19	96912588	MIDWEST TAPE	43.99
4640L	Youth AV	1/28/19	EFT1787705741	SYNCHRONY/AMAZON	29.32
4650L	Subscriptions	1/1/19	AMHIST	AMERICAN HISTORY	29.95
4650L	Subscriptions	1/1/19	19COINWL	COIN WORLD	69.99
4650L	Subscriptions	1/1/19	19TRIB1-H1	CHICAGO TRIBUNE	338.00
4650L	Subscriptions	1/1/19	19SKEPICAL	SKEPTICAL INQUIRER	35.00
4650L	Subscriptions	1/2/19	19ISGS	ISGS	40.00
4650L	Subscriptions	1/3/19	19VIDLIB	MC/VIDEO LIBRARIAN	64.00
4650L	Subscriptions	1/3/19	19MARIE	MC/HEARST MAGAZINES	19.97
4650L	Subscriptions	1/3/19	19WD-1	MC/WOMAN'S DAY	14.97
4650L	Subscriptions	1/3/19	19QST	MC/ARRL	49.00
4650L	Subscriptions	1/5/19	18EBSCO-4	MC/EBSCO	28.95
4650L	Subscriptions	1/5/19	19WSGS	MC/WISCONSIN STATE GENEALOGICAL	30.00
4650L	Subscriptions	1/6/19	19NYTIMESP	THE NEW YORK TIMES	1,105.00
4650L	Subscriptions	1/7/19	16860	THE CHICAGO SHIMPO	77.00
4650L	Subscriptions	1/8/19	19CHARITY	CHARITY WATCH	50.00
4650L	Subscriptions	1/8/19	19AFAR	AFAR MAGAZINE	30.00
4650L	Subscriptions	1/8/19	19JACK	JACK AND JILL	25.00
4650L	Subscriptions	1/8/19	NEWAM	THE NEW AMERICAN	49.00
4650L	Subscriptions	1/8/19	M6699455	SCHOLASTIC MAGAZINES	7.95

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4650L	Subscriptions	1/9/19	19BOOKLIST	BOOKLIST	339.00
4650L	Subscriptions	1/10/19	19BD0110	MC/BEST DEAL MAGAZINES	82.90
4650L	Subscriptions	1/10/19	19CLICK	MC/CRICKET MEDIA	39.95
4650L	Subscriptions	1/10/19	19EBSCO0110	MC/EBSCO	15.95
4650L	Subscriptions	1/16/19	19CHICK	OWLKIDS	24.95
4650L	Subscriptions	1/16/19	19MCN	MOTORCYCLE CONSUMER NEWS	44.00
4650L	Subscriptions	1/22/19	19ASK	CRICKET	39.95
4650L	Subscriptions	1/24/19	#19EBSCO0124	MC/EBSCO	15.00
4650L	Subscriptions	1/25/19	#19BILLBD	MC/BILLBOARD	129.00
4650L	Subscriptions	1/25/19	#19BD0124	MC/BEST DEAL MAGAZINES	30.85
4650L	Subscriptions	1/25/19	#19VOGUE	MC/CONDE NAST PUBLICATIONS	20.00
4650L	Subscriptions	1/25/19	#19MS	MC/MS. MAGAZINE	30.00
4650L	Subscriptions	1/28/19	EFT1787705741	SYNCHRONY/AMAZON	113.94
4650L	Subscriptions	1/31/19		MC/KD MARKET	11.90
4660L	Electronic Resources	1/1/19	1000094425-1	EBSCO SUBSCRIPTION SERVICE	2,471.00
4660L	Electronic Resources	1/1/19	45734	RECORD INFORMATION SERVICES, ING	1,344.00
4660L	Electronic Resources	1/1/19	839530002	WEST PAYMENT CENTER	1,874.60
4660L	Electronic Resources	1/2/19	101992	WORLD ARCHIVES	835.00
4660L	Electronic Resources	1/6/19	19NYTIMES	THE NEW YORK TIMES	1,497.60
4660L	Electronic Resources	1/15/19	70560058	PROQUEST INFORMATION AND LEARNING	9,380.80
4660L	Electronic Resources	1/15/19	70559977	PROQUEST INFORMATION AND LEARNING	9,221.00
4660L	Electronic Resources	1/31/19	06-01/31/2019	2019 Morningstar renewal	8,512.00
4661L	Digital Media	1/31/19	96938831	MIDWEST TAPE	2,549.29
4661L	Digital Media	1/15/19	01018CO19008244	OVERDRIVE, INC.	483.97
4661L	Digital Media	1/22/19	01018CO19012507	OVERDRIVE, INC.	131.99
4661L	Digital Media	1/1/19	61723783	PROQUEST INFORMATION AND LEARNING	8,454.56
4662L	E-Learning	1/1/19	1000094425-1	EBSCO SUBSCRIPTION SERVICE	12,805.00
4662L	E-Learning	1/1/19	INV004225	MANGO LANGUAGES	3,827.88
4662L	E-Learning	1/1/19	INV-000008618	TUTOR.COM, INC.	5,700.00
4680L	Processing	1/15/19	4162461-0	WAREHOUSE DIRECT	15.45

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4680L	Processing	1/29/19	PETTYCASH01/29/2018	PETTY CASH	26.05
4680L	Processing	1/15/19	3402023534	STAPLES BUSINESS ADVANTAGE	17.34
4680L	Processing	1/28/19	EFT1787705741	SYNCHRONY/AMAZON	70.65
4680L	Processing	1/8/19	2034258825	BAKER AND TAYLOR	0.65
4680L	Processing	1/15/19	4162464-0	WAREHOUSE DIRECT	15.45
4680L	Processing	1/15/19	3402023532	STAPLES BUSINESS ADVANTAGE	23.99
4680L	Processing	1/16/19	2034272257	BAKER AND TAYLOR	6.50
4680L	Processing	1/22/19	2034288461	BAKER AND TAYLOR	2.60
4690L	Programs	1/10/19		MC/ILA	24.75
4690L	Programs	1/11/19	47741	DEO CONSULTING, INC.	450.00
4690L	Programs	1/24/19	PAYROLL01/25/2019	EXPENSE REIMBURSEMENTS TO EMPLOYEES	162.63
4690L	Programs	1/29/19	PETTYCASH01/29/2018	PETTY CASH	47.68
4690L	Programs	1/22/19	47762	JOAN DAVIS, RN, MS	75.00
4690L	Programs	1/22/19	47764	JOHN MOSMAN	90.00
4690L	Programs	1/25/19	47793	MELISSA MAYBERRY	180.00
4690L	Programs	1/6/19	111-7907758-8813011	MC/AMAZON	314.52
4690L	Programs	1/6/19		MC/ZAZZLE	93.89
4690L	Programs	1/25/19		MC/ORIENTAL TRADING	79.32
4690L	Programs	1/9/19	111-8389129-8761855	MC/AMAZON	10.99
4690L	Programs	1/25/19		MC/GAMES PLUS	32.98
					\$ 757,283.31
9530L	Foundation Sponsored Expense	1/25/19	47794	OLD TOWN SCHOOL OF FOLK MUSIC	275.00
9530L	Foundation Sponsored Expense	1/15/19	47760	SHAKESPEARE PROJECT OF CHICAGO	850.00
9540L	Friends Sponsored Expense	1/17/19	2034283774	BAKER AND TAYLOR	33.72
9540L	Friends Sponsored Expense	1/22/19	47761	BOOKI VIVAT	150.00
9540L	Friends Sponsored Expense	1/3/19		MC/CANTA NAPOLI	35.20
9540L	Friends Sponsored Expense	1/4/19	47729	MT PROSPECT CHAMBER OF COMMERCE	300.00
9540L	Friends Sponsored Expense	1/22/19		MC/TARGET	34.20
9540L	Friends Sponsored Expense	1/23/19		VISA/COSTCO	18.99
9540L	Friends Sponsored Expense	1/23/19		MC/TORTORICE'S	25.40
9540L	Friends Sponsored Expense	1/25/19		MC/STARBUCKS	38.15

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Jan 1, 2019 to Jan 31, 2019

Account ID	Account Description	Date	Reference	Vendor Name	Amount
9540L	Friends Sponsored Expense	1/24/19	PAYROLL01/25/2019	EXPENSE REIMBURSEMENTS TO EMPLOYEES	179.76
9540L	Friends Sponsored Expense	1/1/19	71228	INTERIOR TROPICAL GARDENS	120.00
9540L	Friends Sponsored Expense	1/4/19		MC/SCHOOL SPECIALTY	134.77
9540L	Friends Sponsored Expense	1/4/19	112-7929782-4595429	MC/AMAZON	35.98
9540L	Friends Sponsored Expense	1/8/19	111-86033423-3443444	MC/AMAZON	28.88
9540L	Friends Sponsored Expense	1/12/19		MC/BARNES & NOBLE	100.00
9540L	Friends Sponsored Expense	1/15/19	114-7575907-7820234	MC/AMAZON	19.98
9540L	Friends Sponsored Expense	1/15/19	114-5423659-3962601	MC/AMAZON	21.43
9540L	Friends Sponsored Expense	1/18/19		MC/BOXLUNCH	50.38
9540L	Friends Sponsored Expense	1/18/19	114--65465960704232	MC/AMAZON	10.62
9540L	Friends Sponsored Expense	1/18/19	114-9521655-1758659	MC/AMAZON	11.66
9540L	Friends Sponsored Expense	1/23/19	114-8071475-0333045	MC/AMAZON	76.23
9540L	Friends Sponsored Expense	1/29/19	114-0082693-8399463	MC/AMAZON	8.90
9560L	Village Shared Expense	1/16/19	847Z99078801-2019	AT&T - 40%	239.23
9560L	Village Shared Expense	1/16/19	847Z99181901-2019	AT&T - 50%	152.66
Total Library Fund Expenses for January, 2019					<u>\$ 760,234.45</u>

Mount Prospect Public Library
 Capital Project Expenses by G/L Acct #
 For the Period From Jan 1, 2019 to Jan 31, 2019

Account ID	Account Description	Date	Reference	Transaction Description	Amount
7750B-011-002	Bldg Fd: Reconfigure Lobby	1/1/19	00033	MEYER SCHERER & ROCKCASTLE	\$ 3,291.15
7750B-011-002	Bldg Fd: Reconfigure Lobby	1/11/19	17905	DESIGN GROUP SIGNAGE	7,421.00
7750B-011-002	Bldg Fd: Reconfigure Lobby	1/31/19	EFT4909830	MPPL GIFT FUND (Allocation of Canopy cost to the Gift Fund)	(24,815.00)
7750B-014	Bldg Fd: Furnishng Strtgc Plan	1/1/19	88071701FL	HENRICKSEN & COMPANY, INC - Partial payment,	9,659.34
Total Capital Reserve Fund Expenses for January, 2019					\$ (4,443.51)

Debt Service Fund
Debt Service Fund Expenses by G/L Acct
For the Period From Jan 1, 2019 to Jan 31, 2019

Account ID	Account Description	Date	Reference	Description	Amount
3701D	Interest Expense	1/31/19	1-01/31/2019	To record 01/2019 Interest Expense accrual (\$148,150 x 1/12).	\$ 12,345.83
Total Debt Service Fund Expenses for January, 2019					\$ 12,345.83

Mount Prospect Public Library
 Gift Fund Expenses by G/L Account #
 For the Period From Jan 1, 2019 to Jan 31, 2019

Account ID	Account Description	Date	Reference	Description	Amount
8710G	Gift Fund: Books	1/17/19	2034283774	BAKER AND TAYLOR	\$ 65.79
8770G	Gift Fund - Art	1/31/19	EFT4909830	MT. PROSPECT CAPITAL RESERVE FUND - Payment for Youth Canopy	24,815.00
Total Gift Fund Expenses for January, 2019					\$ 24,880.79

EXECUTIVE DIRECTOR'S JANUARY 2019 MONTHLY REPORT

HIGHLIGHTS

A polar vortex moved into the Midwest on January 28. Temperatures dropped from 32° on the 28th to a low of minus 23° on the 30th. In addition to the low temperatures we also had some significant wind which created a wind chill factor of minus 50°. Temperatures remained below zero until late in the day on the 31st. Because of the extreme cold the Library closed at 5 p.m. on Tuesday the 29th, was closed all day on Wednesday the 30th, and did not open until 12 p.m. on Thursday the 31st. This multi day closing was a “first” for the Library. The majority of public buildings throughout all of northeastern Illinois closed due to the extreme cold and safety concerns.

Cross training between Circulation and Registration staff began this month. Five Circulation staff trained on how to update library cards. Four Registration staff trained on basic check-in and check-out activities. The goal is to be emergency back-up if the desk is very busy and the primary department can't complete the task. Staff were excited to learn new tasks and staff from both departments have been great about being available for follow up questions and clarification of procedures as they try out the new tasks they are learning. So far, everything seems to be working out very smoothly.

(Library will be open and adaptive to change. Library will be responsive to community needs. Provide a flexible training framework.)

Federal and state tax forms were received and placed on the shelf behind the Research Services Desk to allow for easy patron self-service and staff assistance when necessary. The 1040 form was redesigned this year (1040EZ and 1040A were eliminated); patrons have not had as many questions about the change as anticipated. For federal returns, we are only receiving 1040 forms and instructions, but we do print other forms for patrons when requested. Val Lorens, Research Assistant, updated the 2018 Tax Preparation Assistance Sheet which is posted on the Library website and printed for patrons in need of referral.

Anne Shaughnessy, Genealogy Librarian, helped Lindsay Rice, Mount Prospect Historical Society (MPHS) Executive Director, prepare a display in the genealogy room honoring Dolores Haugh who died on January 10. Ms. Haugh was extremely active in many Mount Prospect organizations and activities. Department staff also completed research on Ms. Haugh for the *Mount Prospect Journal*. She was the Public Information Officer for the Village at one time and also the first Executive Director of the Mount Prospect Chamber. She helped found the Mount Prospect Historical Society and led the fundraising to restore the Dietrich Friedrichs House and to build the Education Center (now named for her). She was a big supporter of the Library. Her fondness for teddy bears was the beginning of the Teddy Bear Walk – first as a downtown merchant's event and then taken on by the Library as an annual event.

American Library Association (ALA) announced the Youth Media Awards. *Merci Suárez Changes Gears* by Meg Medina won the Newbery Medal. *Hello Lighthouse*, illustrated and written by Sophie Blackall won the Caldecott Medal. The award winners and honor books continue the trend of diverse books. *Thank You, Omu!*, illustrated and written by Oge Mora won the Coretta Scott King/John Steptoe New Talent Illustrator Award and is also a Caldecott Honor book.

Virtual Skype Visit With Booki Vivat, Monday, January 21 – The kids from Chat & Chew were joined by some parents and siblings for a total of 26 people in the audience for the Skype chat with Booki Vivat. She was lively and entertaining and did a great job of interacting with her audience. She played a true/false game comparing things in her books to her own life. Then she did a drawing demonstration with input from the audience. For the Q&A, kids took turns coming up to the screen to ask her questions. Everyone was engaged and seemed to enjoy the experience. Many kids left excited and were looking forward to the next program.

Pat on the Back Winner: Paula Zoern-Loga, Registration Services

TRENDS

While more patrons are taking advantage of the option to check out their own materials, the Circulation Desk remained busy throughout the month as well. As anticipated, many of the more straightforward transactions are being taken care of at the self-checkout stations, while patrons in need of more assistance or who have more involved transactions are visiting staff at the desk.

Marief Fehik, Fiction/AV Assistant, suggested an In Memoriam display honoring poet and essayist Mary Oliver. The display was nearly a victim of its own success: materials were claimed quickly (demonstrating community interest exceeding expectations), and the display was first stretched with quotes from her work and then retired when nearly all titles had been claimed.



Teen Book Café moved to its new monthly frequency in January. Facilitated by Teen Librarians Andrea Johnson and Abby Weaver, this offsite discussion continues to provide a forum for teen patrons to share their favorite genres and recently read titles with a group eager for further reading recommendations.

A visitor stopped by the Fiction/AV/Teen Desk one weekend to rave about the Short Story Discussion (initiated by a patron request) offered back in September, expressing hope it would be offered again. Staff were able to inform her of the new session currently being planned.

New this month in Youth Services was the utilization of the Discovery Zone area for a school visit. While we cannot fit all classes in an entire grade in the Discovery Zone, if there are only 1-2 classes this area can successfully be utilized. The tables and cushion seats were moved to make room for the students. We even used the projector displaying onto the white wall for a PowerPoint.

STRATEGIC PLAN

New Device Advice and Set-up kicked off the 2019 Open Technology Lab schedule for the public. It was once again held in Meeting Room A and Julie Collins, Assistant Department Head of Research Services, Joe Collier, Business Librarian, and Michelle Vonderhaar, Learning Specialist, helped nine patrons with their new or new to them technology devices that they received as holiday gifts. Julie assisted our patrons with Apple devices, Joe helped others set-up and learn about their new laptops, and Michelle worked with patrons who had both Android and Kindle devices. The open labs, especially New Device Advice, really allow us to see the benefits of one-on-one sessions. Our attendees not only have their questions answered but gain confidence in using the devices that seemed threatening at the beginning of the session. Joe said it best, "It's rewarding to be able to spend extra time with these patrons helping them not only set up their new devices but work with them on basic concepts that will give them confidence when using them on their own." (*Enhance opportunities for one-on-one assistance. Promote and increase one-on-one instructional sessions between staff and patron for technical support, research, navigation of resources, and general assistance.*)

The Fiction/AV/Teen (F/AV/T) Services Department makes it a priority to respond quickly to service opportunities as they appear. One recent example came when several teen patrons asked for assistance finding a mystery for a school assignment in the same afternoon. Anticipating further requests, Assistant F/AV/T Department Head Cathleen Blair and Teen Services Librarian Andrea Johnson responded by sharing targeted resources with staff, converting an adult display near the service desk to offer YA Mysteries for browsing, and printing recommendation lists to be used by patrons and staff at the desk. (*Promote advisory services for all ages.*)



Abby Weaver, Teen Librarian, also took advantage of the school winter break with a drop-in teen tabletop gaming program near the beginning of the month. Intended to combat the end-of-break doldrums, the program allowed attendees to engage with one another by playing the cooperative team board game Codenames. Two other attendees kicked off a Dungeons and Dragons campaign and invited other teens to join them. This welcoming environment acted as a counterpoint to the isolating frigidty of the weather outside. *(Explore the “fast casual” model of programming to create and provide more drop-in or pop-up programs for all ages.)*

Bill Cooney, Director of Community Development for Village of Mount Prospect, talked about new economic growth in Mount Prospect at the staff development session on January 24. A total of 43 staff attended. *(Provide meetings and workshops to enhance knowledge about library trends, initiatives, and issues for all staff.)*

St. Paul School displayed artwork throughout the Youth Services Department this month. Using the bulletin board, the wall area, the shelf area by the bulletin board, and the shelf behind the Youth Services Desk, they also included mosaics and statues for the community to enjoy. *(Library will nurture partnerships, develop new relationships, and build and encourage coalitions and joint ventures.)*

Devin Gackle, Web Content Editor, created a promotional video (<https://www.youtube.com/watch?v=kxUmLdIPjEE>) for the Winter Reading Program. One school librarian mentioned how she liked the video and that she was working with her first graders to write book reviews (one of the suggested activities).

Students from St Raymond’s school stopped by the Youth Services Desk to take their picture by a poster as part of a Catholic School’s Week “Bingo” celebration. It was great to see so many families come in for the bingo contest, and then stay for a while to hang out, or at least grab some items for check out. *(Library will nurture partnerships, develop new relationships, and build and encourage coalitions and joint ventures.)*

LIBRARY BUSINESS

January Circulation

2015:	84,852
2016:	77,320
2017:	81,873
2018:	80,861
2019:	77,765

Included in the above total

Electronic Media:	6,328
Express Checkout:	27,474
First time checkouts:	54,291
Interlibrary Loan Borrowed:	269
Interlibrary Loan Loaned:	260
Reciprocal Borrowing:	6,123
Renewals:	17,050
South Branch:	2,199

Library cards issued:

Business:	0
Non Resident:	0
Reciprocal Borrowers:	72
Resident:	182
Total Active Cards:	5,407
Total Registered Cards:	44,338

Collection (all collections): 486,423 items

AV items (included above): 72,190 items

E-collection (included above): 12,991 e-audiobooks, 29,287 e-books, 86 e-journals, 496 e-videos, and 230 e-music records.

Volumes (included above): 353,424 items

Donations: 19 items. AV and books, donated by groups and individuals, were added to the collection this month.

January 2019 Total Questions: 10,215

January 2018 Total Questions: 12,838

Fiction/AV/Teen	2,129
Research	3,443
Registration	2,436
South Branch	573
Youth Department	1,634

Voters Registered:

Main:	0
South Branch:	0

IT SERVICES – T. Loga

Credit Cards at the Circulation Desk

Several changes to our Horizon ILS were made and tested in preparation for accepting credit card payments for fines/fees at the Circulation and Registration Desks which is planned for February. A variety of screens and receipts were changed so staff to have access to a retrieve the information they need when processing credit transactions. The payment processor used by the Horizon application is the same as our Enterprise catalog system making the payment chain easier to implement. *(Library will provide and support responsive technologies for patrons...)*

Open Hold Opt-Out

On the chance we have a patron who does not want their held material on the open shelves we devised a method to allow a patron to opt-out of open holds. When opted out the name will not print on the hold wrapper that is printed. This will allow Circulation staff to easily identify holds that need to be stored behind the Desk.

Horizon Server Replacement

We purchased a replacement server for the physical Horizon server – we'll be installing and staging the Server 2016 operating system and have worked with SirsiDynix to install and configure SQL Server 2014. Both the operating system and SQL are the latest that the Horizon application has been confirmed to work on. Instead of replacing the HIP server we will be virtualizing it since it is no longer a mission critical server. *(Facilitate effective management of IT operations, ILS (Integrated Library System) and Web Services.)*

BUILDING – T. Garvin

EXTERIOR – January had a very large swing in temperatures. We started the month relatively mild reaching our highest reading for the month on the 5th when it warmed up to 55°. Toward mid-month we dropped into what is considered an average range of temperatures: highs in the low 30s and lows in the upper teens. At the end of the month however we had quite a swing. A polar vortex moved into the Midwest on the 28th.

Temperatures dropped from 32° on the 28th to a low of minus 23° on the 30th. In addition to the low temperatures we also had some significant wind which created a wind chill factor of minus 50°. Temperatures remained below zero until late in the day on the 31st. Because of the extreme cold the Library closed at 5 p.m. on Tuesday the 29th, was closed all day on Wednesday the 30th, and did not open until 12 p.m. on Thursday the 31st. The majority of public buildings throughout all of northeastern Illinois closed due to the extreme cold.

In addition to the cold temperatures we also had several snow events in January. Our heaviest snowstorm occurred just before the polar vortex event with a total accumulation of 6 ½" on the 28th. Fortunately we were able to clear the walkways and stairs before the cold temperatures moved in. Our total for the month was just over 18" which is about 7" above normal. With all of the additional snow and the cold temperatures we did need to purchase additional ice melt. At the beginning of the season we purchased 50 50-pound bags, typically enough for the season. We were able to get the same pricing from our vendor and ordered 25 more bags to get us through the remainder of the winter.

We renewed the annual maintenance contract for our roofing system. This contract is with the firm we have been using for many years, Combined Roofing. The main features of this contract are two complete roof inspections during the year. We have one done in the spring after the winter weather and then another one done in late autumn. Typically the inspections last about six hours and any minor issues are dealt with at that time. The winter months are the hardest on our roofing due mainly to the weight of snow and the large amounts of water from melting.

INTERIOR – The Mount Prospect Fire Department conducts an annual inspection of our facility; this was done in January. The inspections are to insure that proper fire safety practices are followed and that we are fully compliant with the fire code. No apparent violations of the Mount Prospect Fire Prevention Code were noted.

The HVAC system has been operating well. We made the routine filter change, greased the motor bearings, and adjusted the drive belts as needed. We did cancel our night set back schedule during the subzero weather. Because of the extreme cold we were advised it is safer to not reduce the interior temperatures. We also had our building automation technician out to do the first quarter maintenance work on our building controls. He made some minor adjustments to several of the zone controllers, the VAV boxes, and adjusted the humidification sensors which monitor the building humidity levels. This work is covered under our maintenance contract.

We had to have our Library van serviced this past month. The van is used for our daily deliveries of materials to our South Branch as well as for Library staff to do outreach programs such as school visits. The battery had failed and needed to be replaced. We had to have it towed in for the service check-up. This work is done at Busse Automotive. Our van is getting older, it is a 2001 Dodge Caravan and we are going to be investigating a new vehicle in the coming year.

PROJECTS – Some final work was done on our Lobby project in January. Signage was added this past month. The new directional signs were done in the same design as we have been using on the second floor. These are column wrap signs which go around the tops of the building columns. We had these added in both the Lobby and Youth Services. We also had some unique signage designed for behind the new Service Desk in the Lobby and the holds shelving. This was done by the firm we use frequently, Forcade and Associates. This signage is designed to look very similar to the letter tiles used in a popular board game. Above the holds shelving it simply says “HOLDS” and behind the Service Desk it says “PATRON SERVICES.” Additionally work was done by the millwork contractor on our Service Desk as the architect had noted details that needed correction. *(Library will provide inviting, convenient, well-maintained, comfortable facilities... Regularly assess patterns of use by staff and public, and be responsive to new needs and services requiring changes in physical space.)*

The last of the new furnishings for Youth Services was delivered and placed. This included some new chairs and occasional tables for the seating area just inside and to the left when entering Youth Services, a large circular sofa directly in front of the Service Desk, and a settee and chairs in the preschool area in the northeast corner.

SECURITY – We had several interactions with patrons regarding conduct such as excessive loudness. These were all handled per our practices. Most of the time when these situations occur simply talking with the parties involved solves the issue; if for some reason the patrons are noncompliant they will be asked to leave for the day.

VOLUNTEERS

Adult Volunteers:	13 Volunteers	88.5 Hours Worked
Volunteens:	7 Teens	38 Hours Worked

PROGRAMS (see attached list for specific programs)

Event Type	Number of Programs	Attendance Total
Discussions	6	74
Adult Programs	5	137
Special Programs (Adult and Youth)	1	11
Community Outreach Programs	25	745
Technology Programs	12	91
South Branch Programs	15	118
Young Adult Programs	4	42
Youth Programs	6	266
Youth Storytimes	30	432
Total Programs	104	Total Attendance 1,916

Highlights:

The Make & Take Craft program: Chinese envelope, Chinese zodiac memory card game, Chinese Origami emperor, Japanese Plum branch, and a Japanese origami Daruma doll were a success at South Branch.



Principals Read @ MPPL January edition was a huge hit! We had five principals participate including the two Robert Frost, Forest View, Indian Grove, and Euclid schools. With 61 people signed up, it was exciting to have 94 in attendance on a cold evening! (*Library will nurture partnerships, develop new relationships, and build and encourage coalitions and joint ventures.*)

Upcoming Adult Education Programs

- | | |
|----------|--|
| March 4 | From Genealogy Piles to Files: Let's Get Organized |
| March 5 | Mount Prospect Public Library Foundation Concert: The Irish Heritage Singers |
| March 6 | Job Seekers Skills Series: Résumés |
| March 6 | Exclusive to You: Web Resources at MPPL |
| March 9 | Escape the Library! |
| March 13 | Job Seekers Skills Series: Online Job Applications |
| March 19 | Accessible Transportation through RTA |
| March 19 | Creative Spring Floral Design with Busse's Flowers |
| March 26 | "Ask the Expert" for Job Hunters |
| March 28 | Coin Collecting and Appraisals |

SELECTED MEETINGS AND WORKSHOPS OFF SITE ATTENDED BY STAFF

January

- 02 Chamber Business Breakfast at Emerson's – J. Collier
- 08 Mount Prospect Downtown Merchant Meeting – K. Almeleh, J. Collier, M. Genter
- 10 Mount Prospect Chamber Dynamic Luncheon – K. Almeleh, J. Collier, J. Collins, M. Genter, T. Loga, T. Garvin
- 14 Friends Board Meeting – K. Almeleh, M. Genter
- 24 Multi-Library Business Managers Meeting – C. Peterson, P. Griffin
- 24 Mount Prospect Historical Society Annual Meeting – G. Schlachter, M. Genter
- 25-28 ALA Midwinter – L. Bos, R. Groenwald

Webinars and Online Training Sessions: **11 sessions; 14 hours**

Additional Learning Sessions: **13 sessions; 123 hours**

Highlights:

January 15 – S. Browne, e-Resources Librarian, attended the webinar Why Read Science Fiction and How to Help Those Who Do presented by Novelist (1 hr.). The webinar presented good information on Science Fiction subgenres and what makes a successful genre book.

January 23 – D. Heath, Department Head Research Services, attended a webinar titled Webjunction: The Future Is Now: Virtual, Augmented, and Mixed Reality in Public Libraries (1 hr.). Two Maryland libraries presented examples of how they are presenting virtual reality and augmented reality partnerships and programs to the public. Virtual reality programming examples featured a statewide VR lending program for libraries that mostly involved libraries having programs demonstrating equipment and allowing patrons to try out existing commercial applications and equipment. Augmented reality is less developed, and applications used in library programming included HoloTats, Quiver, and DAQRI. The possibility of supporting patron content creation for VR/AR was also discussed.

January 28 – M. Vonderhaar attended a webinar titled Disciplined Reflection: A New Way Forward in Learning (1 hr.). This webinar, presented by behavioral scientists from Better Up, Erin Eatough and Maya Garza, couldn't have come at a better time. The supporting information presented helped me with my Annual Board presentation, where I wanted to illustrate the importance of reflection in any training that is presented. An extremely valuable hour!

SELECTED MEETINGS, WORKSHOPS, ETC. ATTENDED BY BOARD

Jane Everett – 10 Chamber luncheon; 18 Meet with staff; 23 Personnel Committee; 25 Meet with staff

Sylvia Fulk – 18 Friends Book Sale Volunteer

Terri Gens – 17 Advocacy Committee

Brian Gilligan – 17 Advocacy Committee; 23 Personnel Committee

Sylvia Haas – 15 Cookies and More With the Board; 17 Advocacy Committee; 23 Frank Corry's retirement party

FRIENDS OF THE MOUNT PROSPECT PUBLIC LIBRARY

Friends held a very successful book sale despite the snowstorm on Saturday. Several board members were ill and unable to staff the sale, but those who did persevered and deserve to be commended for their very successful effort managing the sale.

MOUNT PROSPECT PUBLIC LIBRARY FOUNDATION

Amy Romanelli, President, will be ending her term in May. Eileen Mantych, Treasurer, has resigned for personal reasons but is staying on for a while to assist with the transition to a new treasurer. Joanne Greenwald, Communications Specialist, and Amy are working on a recruitment plan for these positions. Foundation has been preparing for the Chocolate Raffle and Mini Golf.

STAFF ANNIVERSARIES

Elaine Ball, Circulation, 10 years

Hedy Otte, Human Resources, 15 years

Brad Peterson, Collection and Bibliographic Services, 15 years

Suriyakala Samikkannu, Collection and Bibliographic Services, 10 years

Kathleen Szafarz, Collection and Bibliographic Services, 10 years

Please note: Executive Director's report is also available on the Internet via mppl.org/about-us/board-of-trustees under Current Board Minutes, Financial Reports, Executive Director's Report or Past Board Minutes, Financial Reports, Executive Director's Reports. Each link includes the corresponding Executive Director's report.

January 2019 Programming Statistics

Monthly Summary by Event Type		
Event Type	Number of Programs	Attendance Total
Discussions	6	74
Adult Programs	5	137
Special Programs (Adult and Youth)	1	11
Community Outreach Programs	25	745
Technology Programs	12	91
South Branch Programs	15	118
Young Adult Programs	4	42
Youth Programs	6	266
Youth Storytimes	30	432
Grand Total	104	1916
Event Type/Program	Attendance Totals	
Adult NF Programming	81	
Adult NF Programming	81	
Coffee and Conversation	6	
Fake News: Nutrition Edition	17	
Mount Prospect Public Library Foundation Presents The Shakespeare Project of Chicago: Titus Andronicus	52	
Northwest Housing Partnership Homeowners' Information Program	6	
Discussion	68	
Discussion	68	
Book Chat Book Discussion	14	
Coffee, Books, & More	22	
Food for Thought-Session 1	9	
Food for Thought-Session 2	6	
Friends of the Library Book Discussion	17	
Community Outreach Programs	745	
Movie Screening	62	
Movie Screening	62	
Movies @MPPL: Mission Impossible: Fallout	62	
Open Storytime	83	
Open Storytime	83	
Family Storytime	83	
Patron Program	11	
Patron Program	11	
A Good Yarn Knitting and Crocheting Guild	11	
Reference Program	1	
Reference Program	1	
eLearning with MPPL's Web Resources	1	
Registered Storytime	349	
Registered Storytime	349	
From Bibs to Books	145	
On My Own	66	
Story Tots	138	
South Branch Adult Program	0	
South Branch Adult Program	0	
Mango Language Lab	0	
South Branch Family Program	15	
South Branch Family Program	15	
Family Lotería / Lotería Para la Familia	6	
Family Movie Night / Noche de Cine Para la Familia	9	
South Branch STEAM Program	22	
South Branch STEAM Program	22	
zSpace at the South Branch	22	
South Branch Youth Program	81	
South Branch Youth Program	81	
LEGOmania	17	
Make and Take Craft/ Hazlo y Llévatelo	18	
Perler Creations/ Creaciones de Perler	9	
Play and Learn/ Jugar y Aprender	30	
Wii Night / Noche de Wii	7	
Technology Program	90	
Technology Program	90	
Getting More From Your Gmail	12	
Getting to Know Your Android Smartphone or Tablet	14	
Mail Merge With Microsoft Word®: Labels, Letters, & Envelopes	4	
Microsoft Word®: Tables, Templates, and More	5	
Open Tech Lab	9	
Open Tech Lab: New Device Advice and Set-up	9	
Taking Photos With Your Android Device	13	
Using Word®	11	
Windows 10 Clinic	9	
Word®: Beyond the Basics	4	

January 2019 Programming Statistics

Event Type/Program	Attendance Totals
Young Adult	42
Young Adult	42
Friday Funday: Origami	12
GameBreak: Teen Tabletop	11
Teen Advisory Board Meeting	8
Teen Book Café @ Starbucks	11
Youth Book Discussion	44
Youth Book Discussion	44
Chat & Chew: What's Your Story?	18
Virtual Skype Visit With Booki Vivat	26
Youth Program	207
Youth Program	207
Family Science Clubhouse: Sensational Sounds	10
Reading Clubhouse: Explore Hot and Cold Climates	11
Super Saturday: Art of Inflation Balloon Show	186
Youth STEAM Program	15
Youth STEAM Program	15
Introduction to 3-D Printing: Family Edition	15
Grand Total	1916

Closed Minute Resolution 02-2019

Whereas, the Mount Prospect Public Library Board has met to review closed minutes for semi annual review as mandated at their regular meeting, February 21, 2019;

Whereas, the Mount Prospect Public Library Board has determined that the need for confidentiality still exists;

Therefore, the closed minutes are to remain closed.

Ayes: Michael Duebner, Jane Everett, Sylvia Fulk, Terri Gens, Brian Gilligan,
Sylvia Haas, Jackie Hinaber

Nays: None

Absent: None

Passed this 21st day of February, 2019.

A handwritten signature in black ink, appearing to read "Sylvia G. Fulk". The signature is written in a cursive style with a large initial 'S'.

Sylvia G. Fulk, Board President